



## GALLERY SHOP INFORMATION

Gallery Shop items are to be delivered to the Auditorium on Thursday 27<sup>th</sup> October 10.00am to 12.00pm. All items are to be collected between 3.00pm and 4.00pm Sunday 30<sup>th</sup> October. If someone, other than yourself, is to collect your unsold items you must notify the Gallery Shop Coordinator on delivery.

For members outside the Brisbane area articles clearly marked "THE CO-ORDINATOR, Gallery Shop" should be forwarded to the postal address of the group at PO Box 924 Paddington QLD 4064, to arrive no later than Friday 20<sup>th</sup> October 2011.

The following information will help you with the labeling of your stock and the completion of your inventory form.

**Your code:** This is your identifying name or initials e.g. If your name is Mary Jane Bloggs your code could be MJB. If using initials try to ensure these are not the same as another members and that the tag/sticker, with these initials, can be easily located on the article. This allows for each item sold to be clearly and quickly identified when notifying the sale in the receipt book.

**Item Number:** Every item is to have a separate consecutive number and have its own line on the inventory form. This means that if Mary enters 5 bookmarks they will be numbered MJB1, MJB2, MJB3 etc. before she enters the next item description.

**Your label/tag:** The tag/sticker must have your identifying coded, the number and your price. This tag must be clearly and securely attached to all articles and preferably removable.

MJB 11
\$8.50

Once your stock has been labeled:

All items must be entered onto the inventory form. The form can be copied any number of times to ensure each item is listed and priced. Please ensure that your inventory form is neat and readable. It is advised that a copy of this inventory should be kept for your records. Extra entry forms will be available from Fibrecraft House.

**Commission:** All items in the Gallery Shop will attract a 20% commission. This commission must be included in the price on the tag/sticker. Those members registered for GST must notify the Gallery Coordinator and include the GST in the sale price. If you are submitting items for sale in the Gallery Shop and have not submitted a "Statement by a Supplier" with Exhibition entries, you will need to submit one for the shop. Copies of this form will be available at Fibrecraft House. Every care will be taken but no responsibility will be accepted for the safety of your items. Insurance is the prerogative of the seller. Cost of return postage/rail will be deducted from the payment cheque.

**Donations:** Any items being donated for sale through the Gallery Shop should be marked as such in the column headed 'Donation'.